

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-00-01

AMC REGULATION
NO. 672-7

9 April 1997

Decorations, Awards, and Honors

AMC CERTIFICATES OF RECOGNITION, ACHIEVEMENT,
AND APPRECIATION

Issue of supplements to this regulation by subordinate elements is permitted. If supplements are issued, one copy will be furnished the Commander, AMC, ATTN: AMCPE-AA.

	Paragraph	Page
Purpose	1	1
Eligibility	2	1
Approval authority	3	2
Publication information	4	2
APPENDIX A. AMC Form 1616, Certificate of Recognition		A-1
B. AMC Form 1616a, Certificate of Recognition (Sick Leave).....		B-1
C. AMC Form 1616b, Certificate of Appreciation		C-1
D. AMC Form 1104, Certificate of Achievement		D-1

1. **Purpose.** To provide recognition or appreciation for a personal effort, act, achievement, or service to the U.S. Army Materiel Command (AMC), including units and/or activities supported by this Command.

2. **Eligibility.** AMC civilian employees, soldiers, contractors, and private citizens are eligible for the certificates, as indicated below.

a. The AMC Certificates of Recognition, Appreciation, and Achievement (AMC Forms 1616, 1616b, and 1104) may be used by commanders/directors/supervisors to recognize AMC civilian employees, soldiers, private citizens, contractors, foreign personnel, and dignitaries for periods of faithful service, personal efforts, acts, or achievements which do not meet the criteria for honorary or monetary recognition or military decoration. (See page 8, AMC Supplement 1 to AR 600-8-22, 20 February 1996, for additional information on processing AMC Form 1104.)

*This regulation supersedes AMC-R 672-7, 1 April 1994.

b. The AMC Certificate of Recognition (Sick Leave), AMC Form 1616a, will be the standard method of recognizing significant levels of sick leave accrual except that locally established certificates currently used for this purpose may be continued.

Employees may be recognized or recommended for recognition as follows:

(1) Upon accrual of 500 hours of sick leave or more, (in increments of 500 hours), the installation or activity commander/ director may sign the certificate recognizing this achievement.

(2) Employees accruing 3,000 or more hours may be recommended for a certificate signed by the Commander, AMC. However, if he/she was recognized at the MSC/SRA level, this program should not be duplicated.

3. **Approval authority.** The AMC Certificates of Recognition, Appreciation, and Achievement can be approved by any commander, director or supervisor who has first-hand knowledge of the act, service, or achievement. However, the Certificate of Recognition (Sick Leave) which recognizes significant levels of sick leave accrual will be signed by the commander/director. The Commander, AMC, may issue certificates for sick leave accrual of 3,000 hours or higher, as indicated in paragraph 2b(2), above.

4. **Publication information.** The AMC Forms are available through normal AMC publication channels. The certificates are used commandwide and may be overprinted for additional uses. (See appendixes A through D for a sample of AMC Forms 1616, 1616a, 1616b, and 1104.)

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-AA, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

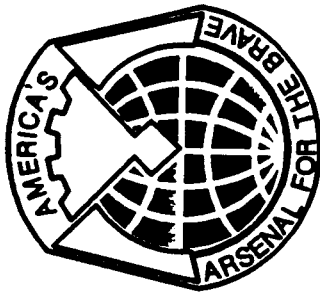
BILLY K. SOLOMON
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:
Initial Distr H (45) 1 ea HQ Acty/Staff Ofc
LEAD (SIOLE-DO-I) (2)
AMCIO-I-SP stockroom (15)

SPECIAL:
HQ IOC/AMSIO-IML (4)
ARL/AMSRL-CI-TG (4)
ATCOM/AMSAT-B-D-CARP (4)
CECOM/AMSEL-IM-BM-I (4)
CBDCOM/AMSCB-CIR (4)
LOGSA/AMXLS-IM (4)
MICOM/AMSMI-SMO (4)
SSCOM/AMSSC-S-IMS (4)
STRICOM/AMSTI-CS (4)
TACOM/AMSTA-DRM (4)
TECOM/AMSTE-CT-N (4)
USASAC/AMSAC-IM-O (4)

United States Army Materiel Command



Certificate of Recognition

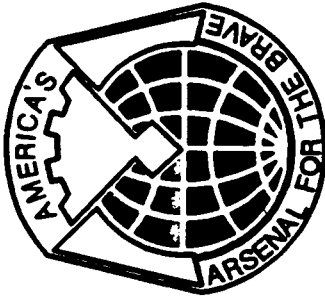
awarded to

SAMPLE

APPENDIX A

AMC-R 672-7

United States Army Materiel Command



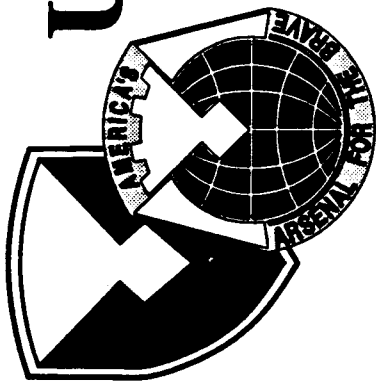
Certificate of Recognition

awarded to

SAMPLE

For Accruing Hours of

Sick Leave

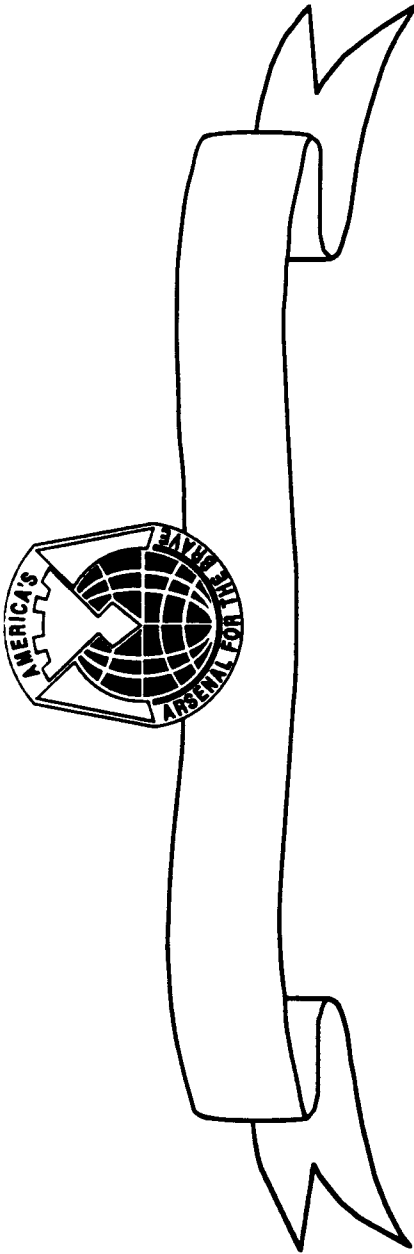


U.S. Army Materiel Command

Certificate of Appreciation

awarded to

SAMPLE



UNITED STATES ARMY MATERIEL COMMAND

CERTIFICATE OF ACHIEVEMENT

awarded to

SAMPLE